

MISSOURI CITY COMMUNITY CENTER

1522 Texas Parkway, Missouri City, TX 77489

AUDITORIUM RENTAL APPLICATION



Parks & Recreation Department

1522 Texas Parkway
Missouri City, TX 77489

281-403-8500

www.ci.mocity.tx.us



MISSOURI CITY COMMUNITY CENTER

Applicable Rules and Regulations

Thank you for considering the Missouri City Community Center for your function. The Community Center shall be available for private use to all ad valorem taxpayers of the City, as reflected on the current year's tax roll, and to all residents and non-residents of the City in accordance with the following terms and conditions set forth below.

RESERVATIONS: All reservations must be made by applying at the Missouri City Parks and Recreation Department offices, at 1522 Texas Parkway. Reservations will be taken on a first-come, first served basis in accordance with the guidelines and policies of the City. It is the policy of the City to make the Community Center available for rental use, as set forth in this document, to as broad a spectrum of groups and individuals of the City as is feasible. The City reserves the right to adopt rules and fee schedules that promote this policy. Your rental fees include the provision of a Rental Caretaker to assist you during the entire rental.

The Community Center is available seven days a week, from 8:00am until 2:00am. No reservation can continue later than 2:00am. The renter, their guests and any contractors must vacate the premises no later than 2:00am. It is extremely important exact ending time is established at the time the reservation is made so as to insure facility staff's availability.

ALL fees and charges associated with the rental, as set forth in this document, must be PAID IN FULL at the time the reservation is made. NO EXCEPTIONS can be made to this requirement. Credit Cards, Checks, or Cash may be used for payment.

Please note that you will be charged for ALL time that is associated with your reservation. This includes the pre-event set-up, the actual event and the post-event take down. ALL FEES are calculated on half-hour and one-hour increments only!

COMPLIANCE WITH APPLICABLE LAWS: The person making the reservation is required to be present at the Community Center, and available to the Rental Caretaker during the entire course of the rental period. Under SPECIAL CIRCUMSTANCES, the caterer, decorator or designated proxies may serve as the contact person during any portion of the rental. Renters using the Community Center must comply with all Federal, State, and Local laws. Furthermore, the renter assumes full responsibility and liability for the acts and omissions of his/her invitees, licensees, guests, relatives, friends, and their respective invitees and licensees, that may result in a violation of any terms and conditions set forth in this agreement.

DEPOSITS: If alcohol is to be served/consumed, a \$400.00 deposit is required. Alcohol is defined as ANY form of consumable alcohol. If alcohol is not served/consumed, a \$250 deposit is required. Deposits are FULLY REFUNDABLE, provided no damages to the facility or equipment are incurred.

DEPOSIT REFUNDS: All refunds will be mailed to the renter within 30 business days following the event. Please note that any additional "day-of-event" charges may be deducted from your DEPOSIT (example: renter chooses to extend rental reservation by an hour on the day of the event)

PERSONAL LOSSES AND DAMAGES ARISING AT RENTAL FUNCTION: The City of Missouri City is not responsible for lost, damaged, or misplaced property placed in or on its facilities or grounds. Furthermore the City of Missouri City is released and discharged from any and all liabilities for loss, injury, or damage to persons or property that may be sustained arising out of the use or occupancy of the Community Center and its grounds.

INDEMNIFICATION: The Renter agrees to indemnify and hold harmless the City of Missouri City, its officers, agents, and employees from any and all actions, claims, costs, damages and expenses, including but not limited to attorney's fees and court costs, arising out of the use of the Community Center by the renter. Furthermore, such indemnification shall apply with respect to all acts of omissions of the renter, renter's invitees, licensees, relatives, friends, and their respective invitees or licensees associated with the rental use of the Community center.

ALCOHOL BEVERAGES: During the course of an event where alcohol is served, the City reserves the right to require additional Missouri City police officers, limit the number of invitees, or to close down the event early if the City determines it to be in the best interest of public safety and necessity. Please note that in the event that your function is closed down early, there will be no refund of any fees and charges.

SMOKING: The Missouri City Community Center is a "Smoke Free Facility". Smoking is prohibited inside the entire complex. Please instruct your smoking guests to use the plaza area, where smoking receptacles have been provided.

YOUTH GROUP RESTRICTIONS: Groups that are comprised of youth seventeen years of age and younger are required to have one adult chaperone for each twenty youth in attendance. The adult chaperones must be present at all times. Failure to comply could result in the event being terminated early.

DECORATIONS: All decorations that are to be attached to the physical structure and the means for attaching the same to the walls, ceilings, floors, tables, chairs, fixtures or plant materials of the Community Center must be pre-approved. Use of dance wax, bird seed, rice or similar items are expressly prohibited from being used in the Community Center or on the surrounding grounds. Failure to comply with this policy could result in the forfeiture of your deposit.

TABLE COVERINGS: Table coverings must be used on all tables where food and beverage will be served/consumed. Only cloth and plastic table coverings are allowed, absolutely no paper table coverings may be used.

OPEN FLAMES: Absolutely no open flames, flame producing devices, or any inflammable/combustible materials are allowed inside the Community Center. This includes but is not limited to the following: candles, torches, incense burners, and charcoal grills. Failure to comply with this policy could result in forfeiture of your deposit.

CATERING: The City strongly encourages any renter using a caterer, to have the caterer schedule a site visit in advance of the rental function. Parks and Recreation Department staff will give them a tour of the kitchen facilities, loading/unloading docks, and equipment available to caterers.

FOOD & SPECIAL EVENT PERMITS: Any event open to the public or advertised to the public with food is being served, a SPECIAL EVENTS PERMIT and a TEMPORARY FOOD PERMIT are required. These are obtained at the Permits office next to the Community Center.

RENTAL CARETAKER: A Rental Caretaker will be assigned to your function and will be on site for the entire rental. The caretakers are responsible for opening the facility, introducing themselves to the rental contact person, enforcing all policies and procedures associated with facility rentals, assisting with the set-up, adjusting air temperature as needed, emptying trash receptacles, maintaining restrooms, cleaning up spills and any other reasonable request made of them by the renter.

Rental Caretaker: \$12.00 per hour

Please note that there are several forms that the renter is required to complete on the day of the function. Your cooperation will be greatly appreciated.

JANITORIAL SERVICES: The City requires that the renter pay for the Janitorial services associated with their rental. This insures that the facility is cleaned to the standards established by the Parks and Recreation Department. The only clean-up responsibility the renter has is to remove any and all materials, supplies, signage, and decorations they brought into the facility for their function. Please note that any items left in the facility upon the departure of the renter, will be disposed of. The City does not provide pre or post event storage.

Janitorial Fee: \$110.00 per day

KITCHEN FACILITIES: The Civic Auditorium has a fully equipped commercial kitchen facility, which may be used by the rental customer and their caterer. Equipment includes: electric stove/oven, refrigerator, three basin sink, ice machine, commercial coffee service, microwave oven, and ample stainless steel counter space with serving port.

Kitchen Rental Fee: \$75.00 per day

SECURITY: The City requires that a minimum of one certified Missouri City police officer be on the premises during all events that have over fifty individuals in attendance. The Missouri City Police Department handles scheduling officers to work functions and determines the number of officers necessary for the event.

Security Fee: \$50.00 per hour, per police officer, for a minimum –four hours Friday & Saturday and 3 hours on Sundays—must be paid at time of rental. Please note that it is the responsibility of the renter to make all security payments, in full, at time of reservation or when event time changes are made. All event time changes need to be made 7 – 10 days prior to event date.

CANCELLATIONS & CHANGE FEES: **A \$25 administrative fee will be assessed for any changes made within seven days of the scheduled function.** ALL CANCELLATION REQUESTS MUST BE MADE IN WRITING. If applicable, all cancellation fees will be deducted from the fees paid at the time the reservation was made, prior to a refund being processed. The following refund schedule will be strictly adhered to:

Six-Week Notice:	Full Refund
Four to Six Weeks Notice:	\$100.00 Cancellation Fee Charged
Two to Four Weeks Notice:	\$150.00 Cancellation Fee Charged
Twenty-Four Hours to Two Weeks Notice:	\$200.00 Cancellation Fee Charged

In the event that a reservation is cancelled with less than two weeks notice, renter will be charged a minimum of \$50.00 for each police officer assigned to the rental, in addition to the cancellation fee. Payment (s) will be deducted from the rental deposit.

I, the undersigned, have read and understand the above rules and regulations, which pertain to the rental of the Missouri City Community Center.

Signature of Renter

Date